

# COVID-19 Vaccine New Provider Onboarding Steps

## STEP 1

(1-3 weeks)

Enroll in the California COVID-19 Vaccination Program (myCAvax)

## STEP 2

(1 day)

Transition from myCAvax Enrollment to LAC DPH Onboarding

## STEP 3

(1-2 weeks)

Complete LAC DPH Onboarding

### **Step 1: Enroll in the California COVID-19 Vaccination Program (myCAvax)**

Need enrollment assistance? Contact California Medical Association (CMA): [vaccinenetwork@cmadocs.org](mailto:vaccinenetwork@cmadocs.org)  
(CMA membership is not required)



### **Step 2: Transition from myCAvax Enrollment to LAC DPH Onboarding**

Once enrolled in myCAvax, your practice will automatically be transferred to LAC DPH for Onboarding  
For assistance contact [COVAXonboard@ph.lacounty.gov](mailto:COVAXonboard@ph.lacounty.gov)



### **Step 3: Complete LAC DPH Onboarding**

- Complete and return required documents to onboarding analyst
- Schedule and complete a virtual visit with onboarding analyst
  - Compliance assessment
  - Reporting requirements review
  - Vaccine ordering and allocation description
- Close follow up for 1-2 weeks for additional support
- Transition to home team for as needed support
  - *Home team: team of specialized support staff by type of practices (i.e. ambulatory home team for outpatient practices)*